



Memorandum

Date: February 25, 2016

To: Planning Commission

From: John Boyd, Interim Community Development Director

Subject: Work session to compile listing of potential Community Development Code items.

On February 17, 2016, the Planning Commission requested a work session to begin consideration of the Council goal as follows:

"Address Community Development Code and Comprehensive Plan Changes

•Work with the Planning Commission to identify code and plan refinements to address and resolve in sensible packages.

•Work with staff to edit and make minor changes, and with special interest task forces, if necessary, for more complex code changes."

As a starting point, staff recommends that the Planning Commission compile a list of Community Development Code (Code) changes that generally fall into three categories: maintenance, consolidation or changes. At the work session the Planning Commission will consider all code change concepts the Commission received from Councilor Martin, items listed in the Planning Commission Annual Report to Council, and items from staff. By the end of the work session the Commission should have a package of concepts with priorities to discuss with Council at the joint meeting in April.

Sorting the code changes into these categories is intended to assist the Planning Commission with prioritizing the code changes and deciding which ones should be addressed first. The categories of maintenance, consolidation or changes are not defined in the CDC, and code changes in all three categories will follow the legislative process in CDC Chapter 98 and/or the process outlined in Chapter 105 "Amendments to the Code and Map". Simply put, the categories are a starting point to identify projects that are achievable in the short term and longer term activities that require extensive discussion and policy guidance. The Planning Commission will need to consider how to prioritize the various projects in each category and identify those that should wait for future action. A brief description of the three different categories is provided below.

Maintenance code changes are simple tasks that do not create new code provisions. Instead these should be changes that identify provisions that are out of date, incorrect or no longer valid. These changes should not require analysis or discretion; they should be self-explanatory and bring clarity to the Code.

Consolidation code changes are more complex, but these changes should not create new code provisions. Instead, these changes recognize the organization of the code can be improved, and such changes point out items that are best moved to a central location or are duplicative (proposing removal). These changes may resolve conflicts in the Code that occur when similar provisions are located in different chapters.

Changes are wholesale changes or additions to the Code or changes in policy. These projects would include changes to procedures, uses, or standards and criteria. These projects require consideration of impacts to property rights and may require a larger notice under Measure 56. Measure 56 requires cities and counties to provide affected property owners with notice of a change in zoning classification; adoption or amendment of a comprehensive plan; or adoption or change of an ordinance in a manner that limits or prohibits previously allowed uses.